

Message Text

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ORIGIN ARA-10

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P 151803Z APR 74

FM SECSTATE WASHDC

TO AMEMBASSY BRIDGETOWN PRIORITY

UNCLAS STATE 076071

E.O. 11652: N/A

TAGS: AFSP

SUBJECT: SHARED ADMINISTRATIVE SUPPORT

REF: STATE 042433, 045003, 041455, 022844

FROM ARA/MGT/FM

1. TO ENABLE THE EMBASSY TO PREPARE AND SUBMIT A USEFUL SAS INCREASE/DECREASE STATEMENT, THE BUREAU IS HEREWITH FURNISHING DATA, INFORMATION AND GUIDELINES RELATIVE TO THIS REQUIREMENT.

2. FYI, MOST GOING RATE STATEMENTS, SUBMITTED APPROXIMATELY NINE MONTHS AGO COVERING ESTIMATED FY 1974 SHARED OPERATING EXPENSES, WERE SUBJECTED TO DRASTIC DOWNWARD ADJUSTMENTS IN WASHINGTON. THE ONLY REASON FOR THIS ACTION WAS THE BUREAU'S INABILITY TO CONTRIBUTE ITS SHARE OF THE OVERALL COSTS. THE PRINCIPAL CATEGORIES OF EXPENSE AFFECTED BY THESE ADJUSTMENTS WERE ALL EQUIPMENT AND RELATED FREIGHT AND RATHER ARBITRARY CUTS TO ON GOING ACTIVITIES WHICH WERE CALLED QUOTE GENERAL REDUCTIONS UNQUOTE.

3. SINCE SUBMISSION AND REVIEW OF THE GOING RATE STATEMENT, MOST POSTS HAVE REPORTED SIGNIFICANT REQUIREMENTS FOR WAGE AND PRICE INCREASES. IN MANY INSTANCES, THESE COSTS WERE NOT COVERED EITHER BY THE GOING RATE STATEMENT OR SUBSEQUENT INCREASE/DECREASE STATEMENTS.

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4. ALSO, THE BUREAU BELIEVES THE WORKLOAD STATISTICS RECENTLY PREPARED IN DRAFT BY POSTS IN CONNECTION WITH THEIR FY 1975 SAS SUBMISSION (SEE STATE 041455) WILL SUGGEST SIGNIFICANT QUOTE CHANGE IN LEVEL OF SERVICE UNQUOTE FROM

THE ORIGINAL GOING RATE SUBMISSIONS.

5. THE TERM QUOTE APPROVED BY IARS UNQUOTE IS REFERRED TO IN SEVERAL INSTANCES ELSEWHERE IN THIS MESSAGE. THE BUREAU IS USING THIS TERM TO INDICATE THE AMOUNTS AGREED UPON AT THE SAS INTER-AGENCY REVIEW SESSIONS HELD LAST FALL. IN SOME CASES IT ALSO MEANS THAT PORTION OF RECENT INCREASE/ DECREASE STATEMENTS SUBMITTED WHICH THE BUREAU FEELS WILL BE AGREED UPON WHEN PRESENTED TO IARS.

6. THE STATUS OF EMBASSY'S OFFICIAL SAS REQUESTS TO DATE IS AS FOLLOWS:

..... APPROVED REQUESTED	BY IARS	DIFFERENCE
GOING RATE STATEMENT..	114,647	97,569	-17,078

TOTAL.....	114,647	97,569	-17,078
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7. THE DIFFERENCE COLUMN ABOVE IS MADE UP OF THE FOLLOWING:

A. ALL EQUIPMENT AND RELATED FREIGHT.....	-11,388
B. GENERAL REDUCTIONS TO THE BASE.....	- 1,500
C. CASHIER SAFE AND CAGE, BRIDGETOWN OM, 7/31/73.....	2,300
D. ESTIMATED FY-74 INCREASED ALLOWANCES REDUCED.....	- 6,490

TOTAL.....	-17,078
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NOTE: THERE ARE NO SPECIFICS THAT THE BUREAU IS ABLE TO CONVEY REGARDING THE GENERAL REDUCTION. THE EMBASSY IS FREE TO RELATE THIS TO THE REDUCTIONS WHICH MAY HAVE BEEN SPELLED OUT ON ITS DECEMBER SPECIAL FINANCIAL PLAN SUBMISSION, SCHEDULES III, IV AND V.

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8. BASED ON IARS'S ACTION AND YOUR CURRENT SHARED ALLOTMENT, THE FOLLOWING COMPARISON INDICATES THE MINIMUM DOLLAR AMOUNT OF THE INCREASE/DECREASE STATEMENT WHICH SHOULD NOW BE PREPARED AND SUBMITTED AS RAPIDLY AS POSSIBLE:

..... APPROVED	CURRENT	DIFFER-
..... BY IARS	ALLOTMENT	ENCE
LOCAL WAGE INCREASES.....	911	- 911
PRICE INCREASES.....	-	-
ANTI-TERRORISM.....	255	255
PROCEEDS OF SALE.....	629	629
EQUIP AND RELATED FREIGHT...	-	-
TELEX COST GRENADA.....	965	965
KINDERGARTEN ALLOWANCES.....	-	-
EXTRAORDINARY TERMINATION COSTS -	1,110	1,110

ALL OTHER.....	96,658	95,041	-1,617
TOTAL.....	97,569	98,000	431

NOTE: MOST OF THE DESCRIPTIVE ITEMS, I.E. LOCAL WAGE INCREASES, PRICE INCREASES, ETC. SHOWN AS CURRENT ALLOTMENT ABOVE CAN BE RECONCILED WITH THE SPECIAL EXPENSE ITEMS REFLECTED ON YOUR LATEST DS-150 ADVICE OF ALLOTMENT. EXTRAORDINARY TERMINATION COSTS REFERRED TO ABOVE RELATE TO SEVERANCE PAY AND TERMINAL LEAVE PAYMENTS INCIDENTAL TO ALL SHARED LOCAL POSITIONS WHICH HAVE BEEN ABOLISHED WITHIN THE PAST SIX MONTHS.

9. ACCORDING TO PARA 8 OF THIS MESSAGE, AN INCREASE/DECREASE STATEMENT IS NOW DUE IN THE AMOUNT OF AT LEAST DOLS 431. THE FIGURE WILL PROBABLY BE GREATER BASED ON THE EMBASSY'S EVALUATION OF ITS ANTICIPATED FINAL FY 1974 SHARED ALLOTMENT LEVEL. SEE STATE 041455, PARA 2. IN OTHER WORDS, ADD TO YOUR CURRENT ALLOTMENT, ANTICIPATED WAGE AND PRICE INCREASES FOR THE BALANCE OF THE YEAR, MINIMUM REPLACEMENT EQUIPMENT REQUIREMENTS, UNFUNDED ANTI-TERRORISM MEASURES AND OTHER UNFUNDED MANDATORY REQUIREMENTS.

10. TO COMPLY WITH PARA 3 OF STATE 042433, IT IS SUGGESTED THAT A SPECIAL SECTION OF THE INCREASE/DECREASE STATEMENT BE DEVOTED TO PRICE INCREASES. LEAD-OFF WITH A ONE LINE ENTRY DEDUCTING ALL PRICE INCREASES CURRENTLY APPROVED UNCLASSIFIED

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BY IARS. SUBDIVIDE REMAINDER OF SECTION BY IMPLEMENTED PRICE INCREASES FROM JULY 1, 1973 TO DATE AND ANTICIPATED PRICE INCREASES FOR THE MONTHS OF MAY AND JUNE. UNDER EACH HEADING, DESCRIBE IN DETAIL EACH PRICE INCREASE GIVING PREVIOUS TOTAL COST FOR ITEM, PERCENT OF INCREASE, EFFECTIVE DATE OF INCREASE AND FY 1974 COST. FY1, PREVIOUS SUBMISSIONS BY POSTS ON THIS SUBJECT, I.E. THE DECEMBER SPECIAL FINANCIAL PLANS, WHICH WERE NOT IN THE AIRGRAM

SAS INCREASE/DECREASE CHANNEL, ARE NOT AVAILABLE TO ALL THE VARIOUS AGENCIES REPRESENTED ON IARS.

11. LOCAL WAGE SCHEDULE REVISION COSTS INCLUDING BONUSES NOT AUTHORIZED PRIOR TO JULY 1, 1973 SHOULD BE HANDLED IN THE SAME MANNER AS PRICE INCREASES. INCLUDE EFFECTS OF WAGE INCREASE ON OTHER EXPENSE CATEGORIES SUCH AS CIVIL SERVICE RETIREMENT, MISCELLANEOUS BENEFITS, OVERTIME, INCREASED COST FOR PROMOTIONS, PERIODIC STEP INCREASES, ETC. ALSO INDICATE WHETHER OR NOT WAGE INCREASE WAS A RESULT OF A HOST GOVERNMENT DECREE.

12. GENERALLY, ITEMS INCREASING OR DECREASING GROSS SHARED REQUIREMENTS WHICH ARE REFLECTED ON THE INCREASE/DECREASE

STATEMENT SHOULD BE DISTRIBUTED TO PARTICIPATING AGENCIES BASED ON THE ORIGINAL GOING RATE PERCENTAGES EXCEPT FOR ANTI-TERRORISM MEASURES AND PROCEEDS OF SALE WHICH ARE TO BE CHARGED 100 PERCENT TO STATE BASIC. OF COURSE, ITEMS WHICH BENEFIT ONE OR MORE AGENCIES IN SUCH A WAY THAT THE STANDARD PERCENTAGES ARE NOT EQUITABLE SHOULD CONTINUE TO BE HANDLED AS SPECIAL EXPENSE ITEMS. IN SUCH CASES, PLEASE FOOTNOTE THE ITEM AND EXPLAIN THE BASIS FOR DISTRIBUTION.

13. A FINAL SECTION OF THE INCREASE/DECREASE STATEMENT SHOULD BE DEVOTED TO CHANGE IN LEVEL OF SERVICE. THIS WILL BE BASED ON A COMPARISON OF FORMS SAS-2, 4, 5 AND 6 SUBMITTED APPROXIMATELY NINE MONTHS AGO WITH THE DRAFT COPIES OF THE SAME NUMBERED FORMS PREPARED RECENTLY IN CONNECTION WITH THE FY 1975 SAS ESTIMATES. SEE STATE 041455, PARA 3. SIGNIFICANT DIFFERENCES BY AGENCY SHOULD BE ANALYZED AND EXPLAINED IN TERMS OF TYPE OF WORKLOAD, I.E. INCREASED OR DECREASED TELEGRAPHIC USAGE, VOUCHERS UNCLASSIFIED

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PROCESSED, SUPPLIES ISSUED, ETC. A SEPARATE STATEMENT FOR EACH AGENCY IS RECOMMENDED ACCOMPANIED BY A PLUS OR MINUS DOLLAR AMOUNT. THE TOTAL PLUSES OR MINUSES FOR THE VARIOUS AGENCIES MUST TOTAL ZERO. THIS IS VERY IMPORTANT.

14. IT WILL BE HELPFUL TO THE BUREAU, IF ITEMS REQUIRING AN ALLOTMENT INCREASE ARE LISTED UNDER A SPECIAL HEADING ENTITLED ALLOTMENT INCREASES REQUESTED. THIS DOES NOT APPLY TO WAGE AND PRICE INCREASE ITEMS OF THIS NATURE SINCE PARAGRAPHS 10 AND 11 OF THIS MESSAGE MAKES SPECIAL PROVISION FOR ANTICIPATED WAGE AND PRICE INCREASES.

15. SEVERAL POSTS HAVE EXPERIENCED SIGNIFICANT LOCAL CURRENCY DEVALUATIONS SINCE SUBMISSION OF THEIR GOING RATE MATERIAL. THESE POSTS SHOULD INCLUDE A DETAILED STATEMENT AND A MINUS AMOUNT ON THEIR INCREASE/DECREASE SUBMISSION.

16. THE SECTION OF THE INCREASE/DECREASE STATEMENT WHICH PROVIDES THE DISTRIBUTION OF COSTS BY AGENCY COULD CONSIST OF THE FOLLOWING COLUMNAR HEADINGS, IF APPLICABLE:

- A. AGENCY
- B. STANDARD SAS-5 DISTRIBUTION (PERSONAL SERVICES)
- C. STANDARD SAS-6 DISTRIBUTION (OTHER OBJECTS)
- D. SPECIAL ITEMS (FOOTNOTE BASIS FOR DISTRIBUTION)
- E. CHANGE IN LEVEL OF SERVICE (TOTALING ZERO)
- F. OFFSETS (EXPLAIN BY FOOTNOTE)
- G. GRAND TOTAL

17. THE GRAND TOTAL OF THE INCREASE/DECREASE STATEMENT WHEN ADDED TO THE AMOUNT APPROVED BY IARS PER PARAGRAPHS

6 AND 8 OF THIS MESSAGE SHOULD EQUAL THE SUM OF THE EMBASSY'S CURRENT SHARED ALLOTMENT PLUS ANTICIPATED ADDITIONAL REQUIREMENTS FOR THE BALANCE OF THE FISCAL YEAR.

18. THAT SECTION OF THE INCREASE/DECREASE STATEMENT ENTITLED ALLOTMENT INCREASES REQUESTED PLUS THE ANTICIPATED REPEAT ANTICIPATED WAGE AND PRICE INCREASES REFLECTED AT THE BEGINNING OF THE INCREASE/DECREASE STATEMENT SHOULD ALSO EQUAL THE SUM OF THE EMBASSY'S CURRENT ALLOTMENT PLUS UNCLASSIFIED

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ADDITIONAL FUNDS NECESSARY FOR THE BALANCE OF THE FISCAL YEAR. FOR PURPOSES OF THIS INCREASE/DECREASE STATEMENT ANTICIPATED WAGE AND PRICE INCREASES MAY INCLUDE COSTS WHICH HAVE ALREADY BEEN INCURRED BUT ARE UNFUNDED, I.E. FUNDS FOR A RECENT PRICE INCREASE ARE NOT INCLUDED IN YOUR CURRENT DS-150.

19. THE INCREASE/DECREASE STATEMENT IS DUE IN THE BUREAU NO LATER THAN APRIL 29. RUSH

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<< END OF DOCUMENT >>

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